

Commonly Asked Questions of the Fire Marshal

- Q1 Where can I find the various Fire System applications and what are the costs of each permit?
A1 Online at www.sugarlandtx.gov
1. Click on “Forms and Publications”
2. Scroll down to “Building Compliance”. You will find all required forms here.
- Q2 What is required when submitting fire system plans?
A2 Applicable application (may be found at city website at www.sugarlandtx.gov – see #1 above).
1. (3) sets of signed and stamped plans, as well as, applicable attachments as listed below - (1) set for Fire Department , (1) set for job site, (1) set back to you, and (1) set on CD if available (for archive purposes).
2. Materials data sheets (cut sheets) for alarm devices or sprinklers, valves, and other listed equipment
3. Battery calculations
4. Hydraulic calculations
- Q3 Where do I submit my plans and how long does it generally take for them to be processed?
A3 They are processed as follows:
1. Plans and documents are submitted to the Permit Office, City of Sugar Land City Hall, 2700 Town Center Blvd. North.
2. Documents are then processed and routed to the Fire Marshal’s Office located 10405 Corporate Drive.
3. Processing and routing time is generally two working days.
4. Plans are reviewed in the order in which they are received.
5. The review process is generally completed within ten business days from the time you drop them off at the Permits Department.
6. Approval or rejection comments are prepared in letter format.
7. Required inspections are listed in the letter along with any general comments.
8. Approval letters are transmitted to the Permit Office for processing and permit issuance.
9. Rejected plans are destroyed.
- Q4 How is my permit issued?
A4 The process is as follows:
1. Approval letter is sent to the Permits Department and attached to plans.
2. Permits are processed and the applicant is contacted by the permit office.
3. Contractor pays applicable fees and receives permit.
4. A copy of the issued permit (IFC2009 105.3.5 Posting the Permit), stamped plan review approval letter and stamped approved plans, shall be at all times located on the job site (IFC2009 105.4.6 Retention of Construction Documents).
- Q5 How do I request an inspection from the Fire Marshal’s Office?
A5 Schedule your inspection as follows:
1. Call Dedicated Inspection Line 281-275-2812.
2. Inspections will not be scheduled from any other phone line or by individual inspectors.
3. Leave (1) message (multiple messages are not necessary) with the following information
A. Your name, company and call back phone number.
- A5 (CONTINUED FROM PAGE 1) Schedule your inspection as follows:

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- B. The Business location, name, address of where inspection will be taking place and type of inspection needed.
 - C. Permit application number if applicable.
 - D. Day of week you would prefer for inspection and preference of AM or PM appointment (Not all preferences can be accommodated).
 - E. Alarm inspections for lease spaces in occupied buildings will be scheduled prior to normal business hours (usually 7:30 am).
 - F. Contact name and phone # of person who will be meeting the inspector.
 - 4. Calls received before 3:00 PM Monday – Friday (excluding holidays) will normally be returned the same day. Calls received after 3:00 pm will normally be returned the next day.
 - 5. The day and time of your scheduled Inspection will be provided. A message will be left if a voice mail is indicated or other company official answers.
 - 6. In the event of a conflict and you need to cancel or reschedule --- please call the main Fire Administration line at 281-275-2873.
- Q6 Can inspections be requested other than through the recorded inspection line?
A6 No; We are looking at the possibility of scheduling through the internet in the future.
- Q7 Can you schedule your inspection directly with the inspector?
A7 No. Inspections are only scheduled via the inspection line.
- Q8 Are you going towards a full digital move for Fire System Plans?
A8 Not this year, but it will happen in the future as other departments proceed and budget allows. Currently, we are asking for digital copies of plans if available for archive purposes.
- Q9 If a CD is submitted, will prints still need to be provided?
A9 Yes. (1) copy for you, (1) for job site and (1) for Fire Department. CD (if available) will need to be attached.
- Q10 Are the plans stamped as approved?
A10 Yes. When the approval letter is stapled to the approved plans it is stamped so the stamp hits half of the plan review approval letter and half of the approved plans, thus the letter may not be removed or the approval is null and void.
- Q11 Is there electronic transmission of the approval letter?
A11 Not at this time. It is a possibly, at some point, in the future over the internet.
- Q12 If tenant moves into the lease space before the Certificate of Occupancy is issued who is responsible for the ticket?
A12 The superintendent responsible for the job site.
- Q13 What code does the Fire Marshal use?
A13 International Fire Code 2009 (IFC2009), as well as, local amendments.